

Professional and Managerial Branch
Cultural Group
Zoo Series

ZOO DIRECTOR

09/00 (JAS)

Summary

Under administrative direction, as department head, provide executive management to coordinate zoo operations and development through subordinate division managers.

Typical Duties

Plan, develop, organize and promote zoo programs to improve cultural, educational, conservation and recreational value ensuring fulfillment of the zoo's mission. Involves: preparing and submitting recommendations for long range development goals and short range milestone objectives; researching feasibility and devising new services, and volunteer and educational program; in conjunction with staff; directing marketing activities to generate interest in the Zoo; making presentations to and otherwise participating in meetings of City Council, and civic and other groups as required; collaborating with other departments and City officials, and acting as interagency liaison with corporations, foundations and other areas of the private sector on local and national levels for zoo support; cooperating with other zoo and animal professionals to stimulate zoological research and conservation projects.

Implement, integrate and evaluate animal care, facility operations, public affairs, community programs, concession and veterinary operations utilizing allocated resources. Involves: ensuring zoo operations comply with applicable regulatory and professional agencies and associations as required for accreditation and licensing; establishing and enforcing department policies, methods and standards, including procedures to protect the public, staff and animal collection;; initiating projects for grounds, facilities and equipment improvement and modification; directing and inspecting care, housing, nutrition, sanitation and environment of zoo animals which includes ensuring scheduled maintenance and emergency repair of grounds, botanical areas and facilities; directing location and design of new and changed animal exhibits and display themes; directing and approving or personally engaging in negotiations for animal loans, purchases, sales, trades or donations; arranging events and providing guidance to zoological society efforts personally and through subordinate supervisors; directing or personally conducting major complaint investigations and introducing corrective practices to resolve them.

Direct department administration. Involves: conducting cost-benefit, statistical or other analyses, and reviewing unit funding requests and suggestions for program improvements and staffing changes to prepare consolidated annual budget, and set and measure organization performance; planning capital improvement by recommending new and modified facilities and equipment; preparing and submitting schedules for fees; controlling use of budgeted general, grant or trust funds and bond or fee revenues by monitoring and analyzing purchases, repairs, personal services and other costs to minimize expenditures for which accountable in accordance with established City financial policies and procedures; overseeing obtaining and maintenance of internal payroll and related employee records, requisitions and purchase order documents; overseeing execution of contracts with concessionaires, for animal collection acquisition and disposition, and for other services and supplies in accordance with City procurement policies and procedures; preparing department equipment and materials specifications.

Supervise supervisory and non-supervisory executive, professional/managerial and general services employees and volunteers as assigned. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work, reviewing performance ratings by others and appraising performance; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of work conduct and attendance, and safe working practices; counseling, motivating and maintaining harmonious working relationships among subordinates; settling grievances at the department level; hiring, terminating, counseling, disciplining, and changing employee status.

Perform miscellaneous related managerial and administrative duties as required. Involves: substituting for subordinates as qualified during temporary absences by carrying out specific functions to maintain continuity of normal operations and services; conducting special studies; serving on ad hoc committees; preparing and presenting special and recurring reports and recommendations containing technical data and cost estimates effecting department activities for review by City officials and other executives; maintaining awareness of trends in the zoology profession and developments in allied technologies.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration, Zoology, Biology, Animal Husbandry, Wildlife Management or related field and eight (8) years of progressively responsible experience in zoo operation and administration, including four (4) years as a second level

supervisor of animal care or other operational unit with medium to large staff; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of zoo operation and administration principles and practices. Considerable knowledge of: zoo safety precaution; habitat designs, grounds, facilities and environmental maintenance requirements. Good knowledge of: budget preparation and administration; local, state, federal, international and professional regulations concerning zoo animal trade, care and welfare; zoo animal physical and psychological characteristics and needs, and techniques for their management; animal inventory systems; zoo design, development and construction; fund raising and revenue enhancement measures.

-Ability to: plan, organize, schedule and monitor projects and assess results; communicate facts and recommendations persuasively, clearly and concisely both orally and in writing; conduct operational and education needs assessment and determine objectives; gather and analyze a wide variety of abstract and concrete data, interpret technically complex guidelines, and exercise independent judgment and initiative to solve problems related to the efficient and effective well being and exhibiting of diverse species of exotic animals; establish and maintain effective working relationships with fellow employees, volunteers, veterinarians, peer organizations, corporations, regulatory and supporting governmental agencies, and the general public; firmly and impartially exercise delegated appointing officer authority to supervise and evaluate employees, and enforce established personnel, work conduct and safety rules and regulations; prepare comprehensive analytical reports and maintain related detailed records.

Licenses and Certificates: Texas Class "C" Drivers License or equivalent from another state.

Special Requirements: Pass initial and periodic medical screenings for communicable diseases that can infect other employees and zoo animals. Be available for work beyond standard workday or workweek hours as necessary Reside within City limits.

Director of Personnel

Department Head

OFFICIAL